



PLANNER I

Fremont will serve as a national model of how an auto-oriented suburb can evolve into a sustainable, strategically urban, modern city. Be part of the team that will help move the community toward the future it envisions!



First review of applications:

October 12, 2015 at 5:00 pm

ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low

crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity. [Think Fremont!](#)



THE VISION

The City of Fremont has branded itself as strategically urban and as the Advanced Manufacturing Hub in Silicon Valley. Now, the City is in the midst of developing its Downtown and Warm Springs Innovation District as well as implementing land use policies and programs that will promote thoughtful and sustainable development that will lead Fremont into the future. The Planner I will perform technical and professional level planning and community development work assisting in the success of these projects as well as many other development projects throughout the City.

WHAT IS A TYPICAL DAY LIKE FOR THE PLANNER I?

- Receive and respond to inquiries and requests from the public, other agencies and private firms.
- Provide customer service support and assistance at the Development Services Center counter.
- Review plans and permits for completeness, accuracy and compliance with established requirements.
- Process minor development applications such as Ministerial Design Review Permits, Zoning Administrator Permits and Master Sign Programs.
- Conduct routine field inspections in connection with applications and assigned projects.
- Assist with developing and updating Planning Division website information.
- Conduct research and compile demographic information and other data for long-range planning projects.
- Coordinate with other City staff and public agencies.

THE IDEAL CANDIDATE FOR THIS JOB WILL TYPICALLY HAVE

Any combination of education and/or experience which has provided the knowledge, skills and abilities for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be: education equivalent to graduation from an accredited four-year college or university with major course work in city or urban planning, architecture, geography, or a field related to the area of assignment. Some technical-level experience and/or experience as an intern is highly desirable. Experience with GIS/mapping and using database or spreadsheet programs to compile and analyze data is also highly desirable.

WHAT WE ARE LOOKING FOR IN A CANDIDATE

The City is searching for a self-motivated individual to join our team. The individual will assist in the process to shape the Fremont community and its future. Candidates must have strong customer service skills and well-developed knowledge of the planning principles and practices related to processing of development applications. The successful candidate will have strong analytical thinking, problem solving, design review, interpersonal and written/verbal communication skills, and the ability to review a variety of planning and development applications and conduct environmental review in compliance with the California Environmental Quality Act (CEQA).

COMPENSATION & BENEFITS

The annual salary is \$62,459 — \$75,914 depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other City paid benefits. A complete benefits summary can be found at Fremont.gov or by using this link:

Benefits Summary

This position is represented by the City of Fremont Employee Association (CFEA) bargaining unit. The probationary period for this position is six (6) months.



READY TO APPLY?

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our on line application system:

www.fremont.gov/cityjobs

The test process for this position may include a written and/or performance exam, an individual and/or panel interview and, a fingerprint check and reference check. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of

the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. The City of Fremont is an Equal Opportunity Employer.

Tentative Recruitment Schedule

First Review: October 12, 2015 at 5:00 pm

Oral Interviews: October 27, 2015 (Tentative)

14CD07
HUMAN RESOURCES DEPARTMENT
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538



SUPPLEMENTAL QUESTIONNAIRE - PLANNER I

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Planner I position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Planner I. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

- 1) Briefly describe your education and/or experience that has prepared you for the position of Planner I with the City of Fremont. Include any experience you have with GIS/mapping or data analysis using a database or spreadsheet program.
- 2) Please explain your approach to communicating with a difficult customer. Give an example of a time you used this approach. What was the outcome?